



LAC+USC MEDICAL CENTER
STAFF ASSISTANT I
Vacancy Announcement Only

LAC+USC Medical Center is currently seeking a highly qualified individual to fill a Staff Assistant I vacancy within Nursing Administration. Position allocated to this class performs coordination and liaison activities related to clerical supervision, procedures, report preparation, and record keeping functions for the Department of Nursing Administration.

Responsibilities include but are not limited to:

- Analyzes and make recommendations to the supervisor for resolution of problems of work procedure/workflow and space allocation; and participate in the implementation of changes resulting from the recommendations
- Coordinates and resolves problems within unit assigned and department
- Maintains confidentiality of personnel records
- Screens, prioritizes, distributes records of correspondence
- Verifies data sources for accuracy when necessary and appropriate related to functions/activities
- Coordinates schedules with meetings/conference calls, and prepares committee/meeting minutes
- Process personnel documents according to predetermined and specialized procedures for such purposes of recording/updating and maintaining employees' profiles and demographics in the Nursing Database, proxy e-mail account and share folders in a timely manner.
- Prepares and coordinates the distribution of reports/special assignments due monthly and as needed
- Operates office machines such as personal computer, printers, telephones, fax machines, copy machines, etc., incidental to the performance of her/his duties
- Supervises clerical personnel with responsibility for assigning and reviewing work, orientation training, development and evaluation of work performance
- Supports Nursing Administration with monthly mandatory reports and special projects

Desirable Qualifications:

- Excellent project management skills.
- Excellent customer service, strong written and oral communication skills.
- Computer literate/skills in Microsoft Office.
- Ability to work effectively and productively with minimal supervision.
- Ability to maintain confidentiality and security of sensitive information.

Interested Staff Assistant candidates must submit a copy of a current resume or CV, last two performance evaluations, and attendance records for the past 24 months to:

LAC+USC Medical Center
Nurse Recruitment & Retention Center
1200 N. State Street, Inpatient Tower, Room C2C112
Los Angeles, CA 90033
323.409.4664 & fax- 323.441-8039
EOE Posted 11/18/15

Resumes will be accepted until the needs of the department are met. Candidates must be currently on the position for lateral transfers or reachable on the DHR Certification List.